



RIGHT-OF-WAY ENCROACHMENT PERMIT APPLICATION

DEPARTMENT OF PUBLIC WORKS

4399 Boron Drive, Covington, KY 41015

www.covingtonky.gov | Phone: (859) 292-2292 | Fax: (859) 491-8814

As authorized by Commissioners' Ordinance No. O-04-20.

See City of Covington Code of Ordinances Ch. 96 for regulations governing Streets and Sidewalks.

Application Date: _____ ☐ Emergency Work ☐ Non-Emergency Work

TYPE OF ENCROACHMENT (Check all that apply)

Building/Grade Work ☐ Fill ☐ Landscape on Right-of-Way/Easement ☐ Structure on Right-of-Way/Easement ☐ Other
Entrance/Curb Cut ☐ Residential ☐ Commercial/Business ☐ Pavement Cut ☐ Street ☐ Sidewalk ☐ Driveway ☐ Other
Utility ☐ New Overhead ☐ New Underground ☐ Repair/Maintenance

APPLICANT INFORMATION

Applicant/Company Name: _____

Registrant No.: _____ Occupational License No.: _____

Legal Status: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐ Other: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone No.: _____ Email Address: _____

PERMIT INFORMATION (Attach map or sketch of work area and affected streets, sidewalks, buildings, etc.)

Project Location: _____ City: _____ State: _____ Zip: _____

Proposed Start Date: _____ Proposed Start Time: _____

Proposed Completion Date: _____ Proposed Completion Time: _____

Franchise Attached ☐ Yes ☐ No Restoration Plan Attached ☐ Yes ☐ No Traffic Control Plan Attached ☐ Yes ☐ No

For Sidewalks, Driveways across Sidewalks, or Curb Cuts Only - § 96.20-96.21

Attach a statement of plan showing the location of the proposed sidewalk, driveway, or curb cut.

Exact number of lineal feet of sidewalk, driveway, or curb cut: _____

Abutting Property Owner Name: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Name of Contractor: _____

Business Address: _____ City: _____ State: _____ Zip: _____

For All Other Encroachment Types - § 96.37 (Not Sidewalks, Driveways across Sidewalks, or Curb Cuts)

Description of Work: _____

If you need more space, please attach a description all activities covered by the proposed permit, the locations and estimated dates and times of commencement and completion of all activities, and a site plan where appropriate.

Number of all surface cuts, if any, covered by the permit: _____

Approximate dimensions of each cut, if any: _____

Contractor/Subcontractor (If multiple subcontracts are being used, attach the contact information below for each)

Contact Person: _____

Company: _____ Occupational License No.: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone No.: _____ Email Address: _____

Date by which the construction work will be complete and the roadway surface restored: _____

PERMIT APPLICATION FEES

- Application Fee for Sidewalk, Driveway across Sidewalk, or Curb Cut pursuant to § 96.20-96.21: \$50.00
- Application Fee for All Other Encroachment Types pursuant to § 96.37:
 - Street Surface Cut - \$50.00
 - Sidewalk or Bike Path Cut - \$20.00
 - Bore Cut - \$20.00
 - Sod Cut - \$15.00
 - Blocking of Any Street in a Manner that Obstructs Traffic - \$15.00
 - Any Other Encroachment Not Listed Above - \$15.00

ALL APPLICANTS MUST COMPLY WITH ALL CONDITIONS BELOW

- Applicant shall be responsible for Notifying the City of Covington Police Department (859-292-2222) and the City of Covington Fire Department (859-431-0462) a minimum of one hour before starting activity.
- Applicant shall provide signage at each end of street/sidewalk and/or property with detour arrows to alert vehicles/pedestrians of activity in progress. Traffic control (vehicular and pedestrian) shall be in accordance with the City of Covington "Temporary Traffic Control Requirements" attached to this permit application.
- Applicant shall use extreme caution at any overhead utility lines.
- Applicant shall make effort to complete work as quickly as possible to reduce obstruction time.

CONDITIONS PERTAINING TO CONSTRUCTION:

- Applicant shall always stand ready to remove all equipment out of the Right-of-Way to facilitate emergency vehicle access.
- Under no circumstances shall equipment be left unattended and the public be allowed to walk under ladders or scaffolding unless specifically designed in accordance with OSHA standards and approved by the City. The location must be roped off for pedestrian traffic which must be directed to the other side of the road unless four (4) or more feet of sidewalk width remains unobstructed. This can be done with cones, barricades, and/or flagging tape.
- Applicant shall be sensitive to the residents, businesses, and patron, adjacent to the location and shall keep all noise to a minimum.

SPECIAL CONDITIONS

- All encroachment and restoration activities shall be done in accordance with City of Covington Ordinance Chapter 96.
- "No Parking" signs need to be posted twenty-four (24) hours in advance before parking can be eliminated and restoration of construction immediately following completion.

APPLICANT SIGNATURE

(I/We) hereby certify that all the information contained in this application is true and complete to the best of my knowledge and (I/We) shall comply with the terms and conditions listed above under which the temporary encroachment permit hereby applied for is issued. Furthermore, (I/We) agree to fully indemnify and hold harmless the City of Covington and all of its employees, officials and representatives from any claim, damage or injury to a person or property arising or alleged to arise from any work related to the approved encroachment or work thereof. Approval does not relieve Applicant, or its Contractors or Subcontractors from obligations and responsibility to protect traffic, personnel or property. Other permits may be necessary. If the Applicant is using a Contractors or Subcontractors, it is the responsibility of said Contractors or Subcontractors to obtain all necessary permits related to the activity.

Applicant/Authorized Agent Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

OFFICE USE ONLY

Permit No. _____ is hereby granted to perform such work. A copy of the permit, the application, and the specifications shall be available at the jobsite at all times.

Permit Approved By: _____ Date: _____

Final Inspection Approved By: _____ Date: _____

Requires a Franchise ☐ Yes ☐ No Requires Restoration Plan ☐ Yes ☐ No Requires Traffic Control Plan ☐ Yes ☐ No
Requires Inspection ☐ Yes ☐ No Requires Bond/Insurance ☐ Yes ☐ No



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TEMPORARY TRAFFIC CONTROL REQUIREMENTS

1. The Contractor performing work in or along a street or sidewalk is responsible for development of a temporary traffic plan. The plan shall contain a location plan or street level map indicating the location of the work zone and extending a minimum of one block in each direction from the affected areas. The plan shall include specific information relating to the duration and time of work, lane closures, traffic pattern modifications, detours, signage, references to applicable MUTCD standards, temporary road plates and coverings, etc. At a minimum, the following elements shall be included on the location plan.
 - a. Location and delineation of work zone.
 - b. Street labels consistent with legal street name and/or route numbers.
 - c. Location and labeling of multiuse or emergency facilities (i.e. hospitals, schools, fire and police stations, factories, warehouse, etc.)
 - d. Layout of temporary traffic control (TTC) devices.
 - e. Location of proposed plates.
 - f. Critical dimensions (i.e. lane widths, closure lengths, TTC spaces, buffer zone spacing, taper lengths, etc.)
 - g. Existing lane stripping.
 - h. Existing traffic control devices (i.e. signs, signals, markings, etc.)
2. Work affecting state routes may require additional information and are subject to review by the Kentucky Transportation Department.
3. Construction operations shall not block any street, sidewalk, driveway, residential, or private access other than as shown on the approved traffic control plan.
4. A minimum travel lane width of 10 feet shall be provided for free movement of vehicular traffic.
5. **Heavy steel plates used to cover excavated areas in streets shall be secured in an appropriate manner to prevent them from moving. Road plates used to cover trenches shall be kept to a minimum.**
6. The temporary closure is permitted during the duration stated in the approval letter unless the permittee submits a request in writing stating the time of extension or modification to dates.
7. No hazardous materials shall be stored within any public right-of-way.
8. No materials or equipment shall be stored on any roadway surface or sidewalk during non-working periods.
9. All traffic control devices shall conform to the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD). **The Contractor's name and phone number shall be affixed to any devices used in the public right-of-way.** All signs, traffic drums and cones shall be fully recognizable with high intensity, reflective sheeting as per the MUTCD.
10. The use of STOP SLOW paddle is the preferred method to be used by flaggers.
11. The permittee will be solely responsible for all accidents and/or damage to persons or property resulting from his/her operations.
12. All Temporary Traffic Control (TTC) devices shall be removed as soon as practical when they are no longer needed. When work is temporarily suspended, TTC devices that are no longer appropriate shall be removed or covered.
13. **After completion of the work, conditions within the public right-of-way shall be fully restored to City of Covington standards.**
14. Long term, intermediate closures on high traffic volume streets shall be coordinated with the City of Covington Police Department's Traffic Bureau prior to beginning work.
15. **Emergency access for fire, police, and emergency medical service shall be maintained and provided at all times.**

16. **Time restrictions** are set forth for the list of streets below. No work, lane closure, detour, or other operation that affects vehicular flow is permitted during the hours of **6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.** unless otherwise approved in writing by the City of Covington Police Department Traffic Bureau.
- a. KY 8 (Includes Highway Avenue, Crescent Avenue, Garrard Street, 4th Street and 5th Street).
 - b. KY 1120 (12th Street, Martin Luther King Blvd.)
 - c. KY 16 (Includes Taylor Mill Road, Winston Avenue, Decoursey Avenue, 30th Street, and James Avenue).
 - d. KY 17 (Includes Madison Avenue, Scott Street, Greenup Street, Wallace Avenue, and Sterrett Street, and the “yoke” approach to the Roebling Bridge).
 - e. US 25, 42, 127 (Includes Pike Street and Main Street).
 - f. 3rd Street.
17. During periods of inclement weather or increased traffic volume, the City of Covington reserves the right to suspend or delay operations at no cost to provide a proper sequence of operations.

Changes to the traffic control plan after having been reviewed by the City of Covington are not permitted. A written request for temporary traffic control plan modification must be submitted and reviewed prior to any change.

Review and approval of any traffic control plan does not relieve Contractor of responsibilities to protect traffic and personnel.

Contact Information

Covington Police Department Traffic Bureau	(859) 292-2252
Code Enforcement/Permits	(859) 292-2323
Covington Engineering Department	(859) 292-2112
Kentucky Underground Protection Service	(800) 752-6007